

Historic, Archive Document

Do not assume content reflects current scientific knowledge, policies, or practices.

19422
A2P43
Cap 6

WAR FOOD ADMINISTRATION
Food Distribution Administration
Washington 25, D. C.

September 21, 1943

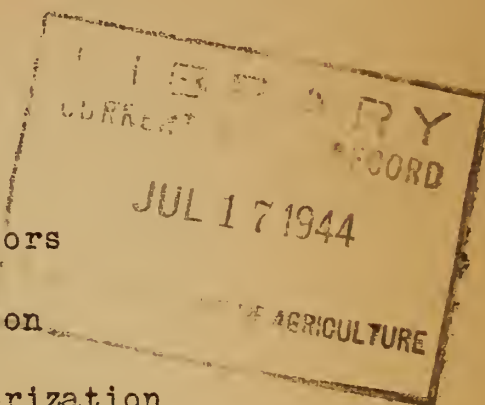
PERSONNEL DIVISION MEMORANDUM NO. 7

Supplement 8

To: Branch and Division Chiefs and Regional Directors

From: Frederick C. McMillen, Chief, Personnel Division

Subject: Procedure for Employment under Letter of Authorization



To make sure that the restricted allotments of funds and the personnel ceilings are not exceeded within the respective Regions, effective immediately, employment of personnel in the field service can be effected only on authority issued from the Regional Office. Letters of Authorization to employ personnel within the physical boundaries of any Region will no longer be issued by the Washington Branches: this does not apply to employment effected by a traveler from Washington under this Letter of Authority for Travel for which he claims reimbursement on his Travel expense voucher (see Standardized Government Travel Regulations Par. 75).

The procedure to be followed in connection with regionalized activities has been stated in Personnel Division Memorandum No. 7 and Director's Memorandum No. 2, Supplement J. In connection with nonregionalized activities, the Washington Branch (or a field representative of the Branch upon specific authorization of his Washington office) should request the appropriate Regional Director to effect whatever employment he may require within the physical boundaries of the Region for the purpose of the nonregionalized program. Employees paid under such an arrangement will of course be paid from a restricted allotment allocated to the Region by the Budget Division. Although the Region is responsible for keeping records concerning the use of the allotment and for making sure that it is used legally, the Region can and must use it on the instruction of the appropriate Washington Branch so long as a portion of it is available and other restrictions do not prevent its use.

Upon request of the appropriate Washington Branch, or of a field representative of the Branch upon specific authorization of his Washington office, the Regional Personnel Officer will effect the employment of any persons required. Insofar as is feasible, such persons should be employed on formal appointment. In almost all instances, it will be possible for the Regional Personnel Officer to consummate such a formal appointment immediately. However, in those rare and unusual cases where it is necessary to employ more quickly than is possible under formal appointment the Regional Director may authorize employment under Letter of Authorization within the physical boundaries of his Region.

Frederick C. McMillen

